

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
MAY 10, 2016**

**MINUTES**

**Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:19 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director.

**Approval of Minutes (vote needed)**

Trustees reviewed the minutes of the April meeting. Ms. Fennelly moved to approve the minutes. Ms. Calvin seconded the motion; the board approved unanimously. Mr. Murphy abstained from the vote.

**Communications**

No communications were received.

**Community Time**

No community members were present.

**Director's Report**

Ms. Nicolay will serve as the coordinator of the Arlington Cultural Council, and Jenny Raitt from the Planning Department will be the Impact Analyst. The application process is on schedule. Ms. Nicolay provided updates on Reimagining Our Libraries, Ms. Deedy led a recent department head meeting on the RFP. The Children's department will be expanding the world language collection. The Technology Department is working with an engineer for a software fix for the self checkout. The mobile app is still in development, and should be available soon. Ms. Nicolay reviewed the circulation report, comparing digital, print, and nonprint circulations over the past fiscal year.

**Reimagining Our Libraries RFP Revision**

Ms. Nicolay spoke with Rosemary Waltos, Library Building Specialist at MBLC, for feedback on the draft RFP. Ms. Waltos provided extensive comments, and the RFP will require further revision. Ms. Waltos suggested two phases; one to examine current use and the second to develop drawings and floor plans based on meetings and community feedback. Ms. Waltos suggested renaming this as a Request for Qualifications, RFQ, which would be easier for firms to respond to. Ms. Nicolay, with the support of the Board, has pursued a plan outside the MBLC Public Library Construction timeline which means the Library will be unable to apply for state funds for this project. Ms. Nicolay will continue her conversations with Ms. Waltos to ensure the library is successful in the renovation progress.

**Privacy Policy Review (vote needed)**

The Privacy, Subpoenas, and Search Warrants policy was updated to include that library staff will not fulfill public requests for information about library patrons. Ms. Fennelly moved to approve as amended, Ms. Radochia seconded the motion. Board unanimously adopts the policy as amended.

**Winkler Papers Gift (vote needed)**

Ms. Nicolay found no formal record of receipt for the collection of papers. Ms. Nicolay spoke to local historians regarding the collection and its provenance. The collection includes pamphlets, newsletters, and letters. Ms. Nicolay asks the board to formally accept the collection of the Winkler Papers to the collection. Ms. Fennelly moved to accept the papers, and Ms. Calvin seconded the motion. Board approves unanimously. Mr. Murphy abstains. The Library has a Donations, Bequests and Gifts Policy to address gift proposals.

**Appointment of Nominating Committee (vote needed)**

Mr. Delmolino appointed Ms. Radochia and Ms. Fennelly to the nominating committee. Mr. Murphy moved to accept the nominating committee, and Ms. Calvin seconded the motion. Board unanimously approved.

**Arlington Alive Summer Arts Block Party**

Ms. Nicolay will be using Community Read funds for the Arlington Alive Summer Arts Block Party to be held on June 19, 2016. The board unanimously supports.

**Foundation Liaison Update**

The Foundation has a new board member: Mr. Patrick Hanlon.

**Friends Liaison Updates**

Friends of Robbins Library recently had their Annual Board meeting, which Ms. Nicolay attended. Friends of Fox Branch Library have not met.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: June 14, 2016**

The next meeting will be on Tuesday June 14, 2016.

**Adjournment (vote needed)**

Ms. Fenelly moved to adjourn. Ms Hampe seconded the motion. Adjournment was approved unanimously.

**Materials Distributed:**

- May Meeting agenda
- April meeting minutes
- April Director's Report

- April 2016 Circulation Statistics
- Reimagining Our Libraries RFP Draft
- Privacy Policy Review